

Decoding the

THE Official Military Personnel File is the permanent record of a soldier's personnel history. When enlisted soldiers request copies of their OMPFs, the documents are transferred to microfiche and mailed to the soldiers.

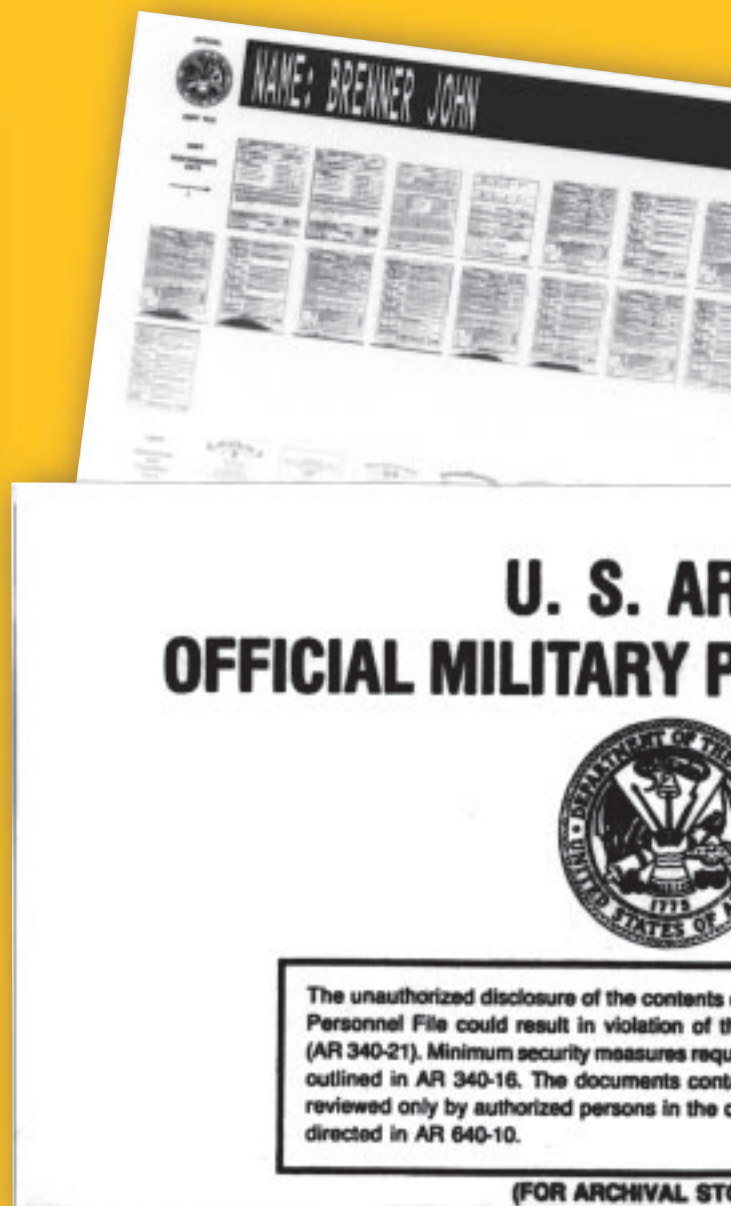
The OMPF has seven sections.

- ☐ **Performance** contains evaluations and academic reports.
- ☐ **Education and Training** contains transcripts, course completions and authorized certificates of training.
- ☐ **Commendatory** contains awards and commendations.
- ☐ **Disciplinary** contains adverse documentation.
- ☐ **Service General** contains enlistment documents and promotion orders.
- ☐ **Service Administrative** contains service specific documents, such as name changes.
- ☐ **Restricted** contains historical backup documentation.

To review, start at the top left grid (the start of each section will be highlighted on the left border). Information is arranged in section sequence, left to right, from oldest to newest, and is continued in follow-on rows as necessary.

As you review your OMPF you may find that one or more of the seven sections listed above are not included. Your OMPF reflects the authorized documents the U.S. Army Enlisted

Records and Evaluation Center has received for filing. If you have documents that are authorized for filing that are missing from sections two through seven, you may send them directly to EREC or submit them through your Personnel Service Battalion/Military Personnel Division. Evaluation reports missing from Section One must be submitted in accordance with AR 623-205, Chapter 4 and Appendix F, to have them added to your OMPF.



OMPF

Requesting your OMPF:

There are five ways to request your OMPF — mail or fax, e-mail, Internet and phone.



❑ Mail and fax requests for your OMPF must include your complete name, Social Security number, home or unit address, and your signature.

The fax number is (DSN) 699-3685 or (317) 510-3685.

The mailing address is: Commander, USAEREC, ATTN: PCRE-RP, 8899 E. 56th Street, Indianapolis, IN 46249-5301.

❑ To request your OMPF by e-mail, your e-mail address must include your name and must reflect part of a military address (i.e. **smithj@erec.army.mil**). An unofficial e-mail address will not be honored. Be sure to provide your complete name, Social Security number and unit address.



❑ Web and phone requests for your OMPF will be sent to your unit address. First, check your unit address on our World Wide Locator at **www.erec.army.mil**. If this address is correct, enter your Social Security number and your OMPF will be sent to that address.



❑ To request your OMPF by phone, you must be a sergeant or above with at least one NCO-ER on file at EREC.

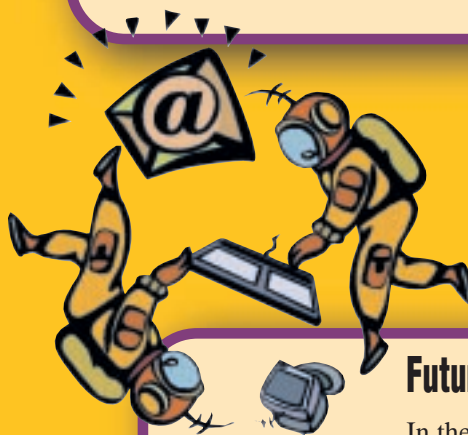
Call the Interactive Voice Response System at (DSN) 221-3732 or (703) 325-3732.



ARMY
PERSONNEL FILE

of the enclosed Official Military
the individual's right to privacy
required for the enclosed OMPF are
ained on this OMPF are to be
conduct of Official Business as

ORAGE)



Future OMPF-Online

In the future, soldiers will be able to access their OMPFs via the Internet using a system called OMPF Online, and microfiche files will be eliminated.